Word Processor Policy

Introduction

The use of a word processor in exams and assessments is an available access arrangement/reasonable adjustment.

The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a candidate with significant additional needs, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties.

The following principles are applied to access arrangements at Ludlow CE School:

- The purpose of an access arrangement/reasonable adjustment is to ensure, where possible, that barriers to assessment are removed for a candidate with significant additional needs, preventing them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties. The integrity of the assessment is maintained, whilst at the same time providing access to assessments for the candidate. (AA 4.2.1)

- Although access arrangements/adjustments are intended to allow access to assessments, they are not granted where they will compromise the assessment objectives of the specification in question. (AA 4.2.2)

- Candidates may not require the same access arrangements/reasonable adjustments in each specification. Subjects and their methods of assessments may vary, leading to different demands of the candidate. SENCOs must consider the need for access arrangements/reasonable adjustments on a subject-by-subject basis. (AA 4.2.3)

- SENCO must ensure that the proposed access arrangement/reasonable adjustment does not disadvantage or advantage a candidate. (AA 4.2.1)

- The candidate must have had appropriate opportunities to practice using the access arrangement(s)/reasonable adjustments before their first examination. (AA 4.2.7)

Purpose of the Policy

This policy details how Ludlow CE School complies with AA chapter 4 (Managing the needs of candidates and principles for centres), section 5.8 (Word processor) and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in examinations.

The term 'word processor' is used to describe for example, the use of a computer, laptop or tablet.

Ludlow CE School will:

- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off), where it is their normal way of working within the centre (AA 5.8.1)
- award the use of a word processor to a candidate where appropriate to their needs (AA 5.8.4):

For example, a candidate with:

- a learning difficulty which has a substantial and long term adverse effect on his/her ability to write legibly

- a medical condition

- a physical disability

- a sensory impairment

- planning and organisational problems when writing by hand

- poor handwriting

- only permit the use of a word processor where the integrity of the assessment can be maintained (AA 4.2.1)
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question (AA 4.2.2)
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification (AA 4.2.3)
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment (AA 4.2.4)
- provide the use of word processors to candidates in non-examination assessment components as standard practice, unless prohibited by the specification (AA 5.8.2)

Ludlow CE School will not:

- simply grant the use of a word processor to a candidate because they now want to type rather than write in examinations or can work faster on a keyboard, or because they use a laptop at home (AA 5.8.4)

Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate, would be:

- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course (AA 4.2.4)
- where the curriculum is delivered electronically and the centre provides word processors to all candidates (AA 5.8.4)

Arrangements at the time of the assessment for the use of a word processor

A candidate using a word processor is accommodated as follows:

In a separate room to the main cohort.

In compliance with the regulations, Ludlow CE School:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) unless an awarding body's specification says otherwise (ICE 14.20)
- (where a candidate is to be seated with the main cohort without the use of a power point) checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam (ICE 14.21)
- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer e.g. 12345/8001 – 6391/01 (ICE 14.22)
- if a candidate is using a software application that does not allow for the insertion of a header or footer, once the candidate has completed the examination and printed off their typed script, they are instructed to handwrite their details as a header or footer; the candidate is supervised throughout this process to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way (ICE 14.22)
- ensures the candidate understands that each page of the typed script must be numbered, e.g. page 1 of 6 (ICE 14.23)
- ensures the candidate is reminded to save their work at regular intervals (or where possible, an IT technician will set up 'autosave' on each laptop/table to ensure that if there is a complication or technical issue, the candidate's work is not lost) (ICE14.24)

- instructs the candidate to use a minimum of 12pt font and double spacing to make marking easier for examiners (ICE 14.24)

Ludlow CE School will ensure the word processor (ICE 14.25):

- is only used in a way that ensures a candidate's script is produced under secure conditions
- ensure the word processor is not used to perform skills which are being assessed
- ensure the word processor is not connected to an intranet or any other means of communication
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication
- is cleared of any previously stored data and does not give the candidate access to other applications, such as a calculator (where prohibited in the examination), spreadsheets etc.
- does not include graphic packages or computer-aided design software, unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled, unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not used on the candidate's behalf by a third party, unless the candidate has permission to use a scribe

Portable storage medium

(ICE 14.25)

Ludlow CE School will ensure that any portable storage medium (e.g. a memory stick) used
- is provided by the centre
- is cleared of any previously stored data

Printing the script after the exam is over

(ICE 14.25)

The centre will ensure
- the word processor is either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- the candidate is present to verify that the work printed is their own
- a word processed script is attached to any answer booklet which contains some of the answers
- where an awarding body requires a cover sheet to be completed, this is included with the candidate's typed script (according to the relevant awarding body's instructions)

LUDLOW CE SCHOOL WORD PROCESSOR STATEMENT

JCQ regulations (Access Arrangements and Reasonable Adjustments, section 5.8) state: A member of the centre's Senior Leadership Team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

Ludlow CE School confirms the normal way of working in examinations is
- candidates handwrite responses on their examination scripts (an exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology)

Ludlow CE School criteria for awarding and allocating word processors for examinations:
- Permission to use a word processor in examinations cannot be granted because a candidate wants to type rather than write examinations, or can work faster on a keyboard, or uses a laptop at home.
- The use of a word processor must reflect the candidate's normal way of working within the centre.
- The spelling and grammar check facility / predictive text will be disabled / switched off, unless the candidate qualifies for a scribe.
- A candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need, and by not being awarded a word processor would be at a substantial disadvantage to other candidates.
  For example, where a candidate has:
  - a learning difficulty which has a substantial and long-term adverse effect on their ability to write clearly and coherently
  - a medical condition
  - a physical disability
  - a sensory impairment
  - planning and organisational problems when writing by hand, including the need to proof-read and edit work
  - poor handwriting, including physical strain.

The only exception to the above, where the use of a word processor may be considered for a candidate would be
- on a temporary basis as a consequence of a temporary injury at the time of the assessment
- where a subject within the curriculum is delivered electronically and the centre provides word processors to all candidates

Working practice

- Teachers will trial the use of a WP and report to the AA Assessor if the trial has improved the quality / quantity / accuracy of the student's work and, therefore, the provision of a WP will become the student's Normal Way of Working (NWW)
- It is the responsibility of the class teacher to facilitate the effective provision of a laptop / computer in class for use as an AA, or due to a temporary injury
- The provision of a WP is for use in extended writing / assessments / class tests and internal / external exams, as required on a subject by subject basis
- Students who have a Computer Reader as their NWW / AA (or are trialling this arrangement), should be provided with a laptop* / computer* and headphones*
- After trial is found to be successful, the AA Assessor will then confirm with the Exams Officer the students requiring WPs, and the Exams Officer will make provision for the arrangements

*COVID-19 procedure: Exams Officer to work within the Risk Assessment and check if the following precautions need to be taken at the time of each examination:
All computer equipment / headphones used (own headphones advised) must be wiped to sanitise by the user, before and after use, with appropriate levels of adult supervision.

Working practice during the time of assessment

Appropriate exam-compliant word processors will be provided by the IT team, in liaison with the SENCO and the Exams Officer. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than, or later than, the awarding body's published start time, after seeking advice from awarding bodies. The security of the exam will be maintained at all times and candidates will be supervised in line with section 7 of ICE.

This Policy and Statement is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Mrs N Sampson	
Mrs P Hearle	
Date of next review	15/10/2022